



**Vacancy Announcement
U.S. Embassy
Monrovia, Liberia**

ANNOUNCEMENT NUMBER: 11-28

OPEN TO: ALL INTERESTED CANDIDATES
(Current employees serving a probationary period are not eligible to apply)

POSITION: **BUILDING AUTOMATION SYSTEMS ENGINEERING TECHNICIAN (BASET)**

OPENING DATE: September 19, 2011

CLOSING DATE: September 30, 2011

WORK HOURS: Full-time; 40 hours/week

SALARY: \$19,443.00 p.a. FSN-10

NOTE: ALL NON-LIBERIAN APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS ALLOWING WORK IN COUNTRY BEFORE BEING ELIGIBLE TO APPLY.

The U.S. Embassy is seeking an individual for the position of **BUILDING AUTOMATION SYSTEMS ENGINEERING TECHNICIAN (BASET)** within the Facility Operations and Maintenance Section.

BASIC FUNCTION OF POSITION:

The Building Automated Systems Engineering Technician (BASET) reports directly to the Embassy Facility Manager and is responsible for the operation and maintenance of all computer and microprocessor-controlled systems located throughout the embassy, including a Reliability Centered Maintenance (RCM) software program. The BASET will perform maintenance and troubleshooting actions on computer/microprocessor controls for the following systems: air conditioning and ventilation equipment, variable frequency controls equipment, generators, switchboard equipment, fuel distribution, fuel dispensing, potable water treatment, domestic water pumping, water distribution, waste water treatment, fire suppression, fire alarms, site perimeter gates and actuators, elevators, automatic queuing systems, kitchen equipment, associated digital and analog sensors, fiber optics, signal cabling and digital transmission associated with automated building systems. The BASET may also be called on to support maintenance of electronically controlled locking and surveillance systems.

MAJOR DUTIES AND RESPONSIBILITIES:

- Sets up and validates for all microprocessor controlled equipment and maintains a log of system set-points in a format specified by the Facility Manager and system design protocols. Also maintains a log of sensors and calibration requirements and provide periodic reviews/updates of system setups and control set-points. Responds to 24-hour emergency calls to restore system to normal operations.
- Performs preventive maintenance on the HVAC control system and related components to maintain system operation and reliability to ensure uninterrupted power and continuous air supply to critical facilities, equipment and systems. Responds to scheduled and unscheduled preventive maintenance work orders generated by the Computerized Maintenance Management System (CMMS).
- Works closely with the Electrical and Mechanical Controls Technicians to diagnose general electrical and mechanical systems to ensure all equipment is effectively functioning and maintained.
- Responsible for all aspects of maintenance required including equipment, sensor and cabling systems maintenance by the design and maintenance standards as it relates to troubleshooting the BAS and connected components.
- Troubleshoots the programmable sensors and performs evaluations, cleaning, recalibration, testing and replacement of sensors as needed. Sensors include: water/air flow, temperature, pressure, thermostats, digital and analog valve and

damper controllers, heat and smoke detection; fuel level, flow and leakage; traffic controls; water chemistry (pH and chlorine content); carbon dioxide and monoxide; equipment run status.

- Remote controls and status annunciations (troubleshooting, reprogramming, repair, replacement for remote control LAN status annunciation of generators, fire alarm systems, chillers and ventilation systems, fuel distribution, system, gates and perimeter controls).

QUALIFICATIONS:

1. A university or technical degree in computerized systems control and sensor technology or related engineering field.
2. Five (5) years of field experience in the operation and maintenance of building computer and microprocessor control systems. This experience may have been gained as a result of performing general maintenance on computer-controlled systems and equipment, however at least two (2) years must have been spent in direct maintenance of BAS components and three (3) years must involve working in large, modern, commercial or government office building operations and maintenance.
3. Level IV (fluent) English written and spoken English. Excellent oral and written communication skills.
4. Must have expert working knowledge of automated building mechanical and electrical control systems (system structure and design), direct digital control technology, devices and sequence controlled building equipment, ability to troubleshoot, calibrate and replace sensors, signal cabling, and sensors of HVAC equipment.
5. Must have advanced knowledge of building systems and operations, mechanical principles and theories and strong math skills.
6. Must be capable of rapidly assimilating vendor equipment programming guides and effectively applying this information to systems and equipment installed within the Embassy facilities.
7. Must have specialized computer literacy and proficiency in the use of Microsoft Office software (Outlook, Word, Excel, and Powerpoint) and AutoCAD.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office, ((231) 777-054824) and at <http://monrovia.usembassy.gov/vacancies.html>.

SELECTION PROCESS:

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); **or**
2. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **or**
3. A current resume or curriculum vitae that provides the same information found on the UAE (*see section 3A below for more information*); **plus**
4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

3A. If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE. **Failure to do so will result in an incomplete application:**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Date and Place of Birth
- G. Current Address, Day, Evening, and Cell phone numbers
- H. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- I. U.S. Social Security Number and/or Identification Number
- J. Eligibility to work in the country (Yes or No)
- K. Special Accommodations the Mission needs to provide
- L. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class/Type
- M. Days available to work
- N. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- O. U.S. Eligible Family Member and Veterans Hiring Preference
- P. Education
- Q. License, Skills, Training, Membership, & Recognition
- R. Language Skills
- S. Work Experience
- T. References

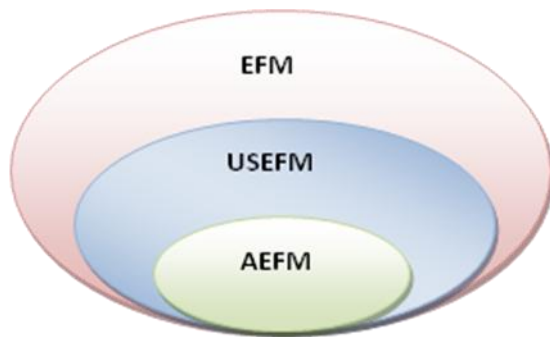
SUBMIT APPLICATION TO:

Human Resources Office
Attention: **BUILDING AUTOMATION SYSTEMS ENGINEERING TECHNICIAN (BASET)**
American Embassy
P. O. Box 98
1000 Monrovia 10 Liberia

Drop in application box at Gate #3

The Universal Application Form (DS-174) can be picked up at Gate 3 or the Human Resources Office or access on line

DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:
 - Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
 - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
 - Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
 - Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.
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2. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
 - US Citizen; and,
 - EFM (see above) at least 18 years old; and,
 - Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 - Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 - Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.
3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:
 - Is a U.S. citizen; and
 - Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
 - Is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
 - Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
 - Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH)**: An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.
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A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

CLOSING DATE FOR THIS POSITION: (September 30, 2011)

The US Mission in Monrovia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Drafted: HRA: SJDahn
Approved: HRO: KEConole
Approved: FM: WNoel
Approved: MGT: RDAcuff
[Signed copy on file in HR]